

Asbury Church | Job Description | Jan 2018 – May 2018

Job Title

Associate Director of Kids Ministry

Supervised By

Director of Kids Ministry

Strengths

Strengths section is filled in based on Leading from Your Strengths Survey taken during interview process.

Position Summary

Associate Director of Kids Ministry will assist in the day to day running of Kids Ministry and will work closely with the Director in all aspects of Kids Ministry, to include ministry vision and direction. Associate Director will work alongside Kids Ministry staff as well as other Asbury staff members and volunteers in supporting the vision of Asbury and Kids Ministry. The Associate Director is to recruit and train new ministry volunteers, oversee Kids Ministry communications and Growing Family Ministry.

The Kids Ministry Associate Director will

1. Recruit for current and future ministry volunteer positions
2. Work alongside Director on ministry direction and vision
3. Train – 2 trainings per year, video training ideas, connecting new volunteers to needed training
4. Coordinate Kids Ministry Communications, to include communication requests, social media, and monthly parent emails
5. Oversee Growing Family Ministry

Overall Ministry Goals

Increase of 62 kids in Sunday attendance on average

Increase volunteer base by 8 volunteers

Personal Ministry Goals

1. Connect with 10 church members/regular attenders each week.
2. Connect in an engaging conversation with 5 new adults each Sunday.
3. Explore 1 new training or retention idea per month.

Personal Goals:

The Associate Director will choose 3 to 4 personal goals. These goals can be anything. They can be reading goals, exercise goals, finance goals, etc. This section is meant to help with personal health and satisfaction of each Asbury staff member.

August 2017 – May 2018 Initiatives

1. Set up process for knowing what ministry volunteers are needed
2. Have coffee or a meal with at least 2 new volunteers a month (this is based on a \$500 budget)

Qualifications

Education and Experience:

- High School diploma required; BS/BA desired.
- Experience of volunteering or serving in a large church is a plus

Knowledge, Skills, and Abilities:

- Possess computing and office skills
- Possess organization skills
- Have a growing love relationship with Jesus
- Have a hunger and heart for children and the Kids Ministry at Asbury
- Is a person who can communicate on a personal level with adults
- Is a person who can motivate youth and adults to serve others in the church.
- Ability to communicate with adult, youth and children
- Proven ability to work within a team

Working Conditions

Full time (40 hrs/wk), salaried position, plus benefits.